

Procedures Requesting Technical Assistance (TA) Training and/or Conduct Training

Division of Recovery and Resiliency

The following procedure is in place for the purpose of tracking technical assistance requests, trainings, material supply, budgeting, etc. The technical assistance/training will be provided by the Department of Mental Health (DMH), and/or a Certified Peer Support Specialist (CPSS).

1. A request may be submitted to conduct any training the trainer has been formally trained to conduct; or for training conducted by the Department of Mental Health.
2. A Technical Assistance Request (TAR) form must be completed and submitted to DMH, Division of Recovery and Resiliency. The TAR must be submitted 4-6 weeks prior to the scheduled training. This gives staff enough time to reserve training space, prepare materials/supplies and other essentials needed for the training.
3. The request will be reviewed by the division and bureau director within a week of receipt of the request.
4. The Requester will be notified of approval or recommendations.
5. When approved, the requester of the training will be responsible for the planning and preparations for the training with the assistance of DMH as requested on the TAR.
6. TA evaluations & sign in forms are required to be completed and submitted to DMH at the end of each training (forms will be provided by DMH).





Technical Assistance/Conduct Training Form

Division of Recovery and Resiliency

Date of Request: _____

Agency Requesting Training: _____

Agency Contact Person: _____

Email Address: _____

Phone Number: _____

Preferred Technical Assistance Dates:

1st _____ 2nd _____ 3rd _____

Location of the Training: _____

Reason for Request: ☐ Technical Assistance ☐ to Conduct Training

Assistance Needed from DMH: _____

Briefly describe your need for the training or the specific training requested.

For Office Use Only:

Date Request Received: _____

Date Technical Assistance Provided: _____

Training Presenters: _____

Date Evaluations Received: _____

Please return completed form to:

Mississippi Department of Mental Health

Attn: Sherry Bouldin

239 N. Lamar Street, 1101 Robert E. Lee Building

Jackson, MS 39201

sherry.bouldin@dmh.state.ms.us

Phone: 601-359-1288

Fax: 601-576-4040

